

**MINUTES OF THE COMMITTEE MEETING
OF THE BRISTOL COUNTY WATER AUTHORITY**

**Wednesday, March 13, 2013
450 Child Street, Warren Office, Warren, RI**

Pursuant to proper notice, the committee meeting of the Bristol County Water Authority was called to order by Vice-Chairman Gosselin at 5:15 pm, 450 Child Street, Warren Office, Warren, Rhode Island.

Executive Director Pamela Marchand and the following Directors were in attendance at the commencement of the meeting:

Robert Allio, William Gosselin, John Jannitto, Raymond Palmieri, Sr., Frank Sylvia

Directors Absent: Paul Bishop, Allan Klepper

There was no public input.

1. General Insurance Renewal

M. Champagne introduced Mr. A.J. Rockwell from Starkweather & Shepley, BCWA's insurance company. Mr. Rockwell made a presentation to the Board explaining policies BCWA has in place.

2. Melrose Ave, Barrington – Main Replacement

Vice-Chairman Gosselin introduced Mr. Stockwell, Melrose Ave, Barrington and Mr. Schualk, 35 Anchorage Way, Barrington. Mr. Stockwell stated he had a petition signed by residents of Melrose Ave requesting BCWA to replace the water main in their street. Mr. Stockwell stated there have been numerous water main breaks in the area.

Director Sylvia stated a vote would be taken at the next meeting to approve funding for a main replacement in 2014.

3. New Employment Tax Law

M. Champagne explained that the IRS audited BCWA in January. Currently Directors are paid and required to submit a 1099 to the IRS. IRS has advised that the BCWA consider hiring the Directors as part-time employees, as they are appointed, not elected. The Board requested that the Executive Director check with the attorney to determine if this is necessary and if they could elect to take a payment below the taxable limit.

4. Anawan Litigation

Executive Director P. Marchand stated the Legal Counsel J. Keough had filed a motion to dismiss the Anawan suit.

5. QualServ Benchmarking

Director Allio stated that AWWA could review our data from an internal survey report and supply us with a performance comparison to other utilities.

6. Credit Card Fee Information

The Board determined to postpone further discussion on credit card payments until after the new customer management software is installed.

7. Update Investment RFP

Director Allio stated 13 proposals were received, and 4 firms were interviewed. A second interview with one firm will be held next week. The Finance Committee is to make their recommendation to the Board at the 3/27 meeting.

8. Update on MIS Software RFP

Executive Director P. Marchand stated that 6 vendors are being interviewed, 3 for the Customer Information Management package and 3 for the Computer Maintenance Management/ Work Order package.

9. RI Water Resources Board Water Supply Management Plan and Master Plan

Executive Director P. Marchand stated that the RI Water Resources Board has requested that both plans be amended to reflect the BCWA Strategic Plan. Item to remain on the agenda for updates.

10. Management Position Descriptions

Executive Director P. Marchand stated she has submitted position descriptions for the non-union personnel to the Board for review. This item will be on the 3/27 agenda. Director Palmieri has a concern with the organization chart ratio of managers to workers.

11. Review of Management Staff Salaries

Vice-Chairman Gosselin stated an Ad Hoc Committee will be formed consisting of himself, Chairman Klepper and Director Sylvia. The Committee will meet with the Executive Director in Executive Session before the 3/27 Board Meeting.

Executive Director P. Marchand stated that House Bill 5080, to modify BCWA Act, will be heard Thursday, 3/28, at the State House.

There being no further business, the meeting was adjourned at 7:05 pm.

Allan Klepper
Chairman